

Proposed PHEO duties

I. Public Health Emergency Officer (PHEO) Duties. Preparatory actions prescribed in CNI instruction 3440.17 must be overseen by the PHEO, but execution of many of these duties during a declared public health emergency will necessarily be delegated to appropriate Public Health personnel to better manage the evolving situation. In general, the duties of the PHEO are to coordinate and leverage human and information resources as follows.

- Ascertain the existence of cases suggesting a public health emergency to include recommendations on diagnosis and treatment.
- Develop a case definition of the outbreak.
- Investigate all suspected public health emergency cases for sources of infection.
- Recommend to the installation commander implementation of proper control measures (to include the medical aspects of isolation, ROM, quarantine measures, chemical decontamination, etc.).
- Recommend via the Installation Commander that the State Department of Health declare a public health emergency.
- Define the distribution of the illness or health condition.
- Provide recommendation on appropriate diagnosis, treatment, and prophylaxis.
- (Pre-event) Integrate public health emergency response into existing installation response plan (CBRNE, natural disasters, etc.)
- (Pre-event) Maintain situational awareness of potential public health threats to the installation from appropriate sources.
- Develop procedures to implement a declaration of a Public Health Emergency.
 - Collaborate with installation logistics and acquisition to determine local requirements for medical countermeasures and Personal Protective Equipment (PPE).
 - Ensure a plan is in place for distribution of required PPE.

II. Public Health Information Management and Coordination. The PHEO should consult with the installation commander, and supply the installation commander's declaration of a public health emergency to state and local authorities and the Service Surgeon General (SG) through

appropriate channels. The installation commander's reporting requirements should be built into the lines of communication of the existing chain of command and added to his/her list of duties. Information indicating a possible terrorist incident or other crime must be shared with, as applicable, the installation Antiterrorism Officer, the Force Protection Officer and appropriate law enforcement authorities through applicable military channels, as well as civilian law enforcement. The PHEO will cooperate with authorized law enforcement agencies investigating an actual or potential terrorist act or other crime.

The PHEO will maintain contact and seek close coordination with federal (Department of Health and Human Services, Centers for Disease Control), state and local health departments concerning all actions taken in the event of a public health emergency. The PHEO shall share information discovered during activities, in coordination with installation Public Affairs, with Federal, State, local, or host nation officials responsible for public health and public safety.

Such information may include personally identifiable health information only to the extent necessary to protect the public health and safety. OCONUS, the PHEO will coordinate with appropriate host-nation and, if applicable, other allied forces' public health officials. Relationships with other regional PHEOs will be established and installations should sign and implement memoranda of understanding and agreement (MODs and MOAs) on the local level if they are not already in place. JCAHO requirements for emergency medical relationships outside the gate should be addressed in MOUs. Information management responsibilities include:

- Military Channel reporting. Include Public Affairs, Military Police, law enforcement and other groups as set forth by the installation commander.
- Reporting outside of DoD. Include information exchange with authorized national, state, local and host nation organizations.
- Public release of information. In coordination with the installation Public Affairs Officer, arrange for the release of:
 - ✓ Public health emergency declaration.
 - ✓ Steps individuals should take to protect themselves.
 - ✓ Actions taken and/or planned to control or mitigate the emergency.

- ✓ Situation status updates.
- ✓ Conditions that will allow termination of the emergency.

III. Public Health Measures. As necessary, The PHEO will ensure that individuals thought to have been exposed to the illness or are interviewed to develop information relating to the source and spread of the illness or health condition. Ensure that all potentially exposed individual are counseled and treated.

- Ensure the examination of facilities or materials that may endanger the public health. If necessary, recommend the closing, evacuation, or decontamination of any facility or decontaminate or destroy any material contributing to the public health emergency.
- Establish rules and orders for quarantine/isolation that will be directed by the commander. This includes:
 - Establish quarantine/isolation premises.
 - Provide guidelines regarding contact with any person not subject to quarantine/isolation.
 - Establish criteria for termination of quarantine/isolation. The PHEO will ensure every individual subject to quarantine/isolation is provided written notice of the reason for quarantine and the plan of examination, testing, and/or treatment designed to resolve the reason for the quarantine. Written notice will be provided as soon as is reasonably feasible after establishing quarantine
 - All non-military personnel subject to quarantine/isolation who contest the reason for quarantine/isolation will be provided an opportunity to present information supporting an exemption or release. Such information will be provided from the person subject to quarantine to the PHEO, who will provide the request to the installation commander. To ensure fair and timely processing of the request for exemption or release, the PHEO will provide the information to the commander within eight hours of receipt.
- Ensure, in coordination with applicable organizations, that reasonable and necessary

measures are taken to assure the safe testing and disposal of remains (to include those of animals) to prevent the spread of disease. Proper labeling, identification, and records must be kept concerning the circumstances of death and disposal.